

Instructions **to Complete** Trip Request

Outside Groups

- Trip requests **must be submitted 10 working days** before the departure date.
- If your time will be determined at a later date, please check the appropriate box and put 0:00 in all time boxes.
- Night/Weekend buses will be available after 4:30 pm on school days and anytime on non-school days.
- Contact information for the Trip Sponsor must be completed on the form. Please provide phone numbers to be used for **after school hours and during the trip.**
- Capacity is 46 people per bus.
- All trips may have up to 45 minutes administrative time (travel, pre-trip) beyond actual trip time.
- **No luggage, coolers, tables or glass objects are permitted on a bus.** Only small bags or instruments that fit in the student's lap are permitted by State Law.
- **No animals are allowed on buses.** Exceptions are made for service animals only.
- Please indicate where you would like to load the bus; front door, gym, cafeteria, bus loop, etc.
- You may be subject to additional time to clean the inside of the bus due to the condition of the bus at the end of the trip.
- Trips not canceled by 8:00 am on a school day or 24 hours for Night/Weekends are subject to a cancellation fee.
- Please call 859-462-9103 for after hours assistance on the day of the trip.
- You can Submit, Print, or Reset the form using the buttons at the bottom of the form.

Transportation Department Contacts

Field Trip Supervisor

Nick Greer, ext. 25211 or 384-5340

nicholas.greer@boone.kyschools.us

FIELD TRIP ESTIMATE WORKSHEET

Outside Groups

- Fill in all of the blue boxes.
- Round the Trip Time to the nearest 15 minutes.
- Trip Time must be entered as fraction of the hour for this page only (15 minutes = .25, 30 minutes = .50, 45 minutes = .75).
- Use [google maps](#) to determine estimated round trip mileage.
- Administrative Time includes time for the driver to pre-trip the bus.
- Additional time will be billed if the interior of the bus/buses require cleaning after the trip.
- A different route may be taken as we will be ensuring the route is accessible for a school bus.
- Estimate will always start with Administrative Time figured in.

A formal estimate will be sent to you approximately 2 weeks prior to the field trip. If you need any assistance,

Please contact Nick Greer ext. 25211 or call 859-384-5340.

Hourly Rate _____

Mileage Rate _____

Administrative Time _____

Trip Hours _____

Round Trip Mileage _____

Estimated Cost

Time Charge _____

Mileage Fee _____

Per Bus Cost _____

of Buses Requires _____

Total Estimated Cost

Outside Group Trip Request

Please read the instructions before completing this form. If you have any questions, see the Transportation Department contact list at the bottom of the instruction form.

Organization Name _____ Date of Request _____

Organization Address _____

Organization Phone Number _____

Contact Name _____ Contact Cell Phone _____

Destination Name _____ Date of Trip _____

Destination Phone # _____

Destination Address _____

Destination Instructions _____

Loading Location _____

Loading Time _____ Departure Time _____

Loading Time at Event _____ Departure Time from Event _____

Return Time _____

Number of Passengers _____ Number of Buses requested _____

Additional Comments _____

PO Number _____

For Transportation Use Only

Trip Approved by _____ Superintendent's Office

Date Received _____ Trip Number _____

Internal Approval _____

Date Estimate Sent _____ Fax Email Date Assigned _____

Date Billed _____